

OGC/B 7131

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OGC REVIEW
COMPLETED

12 March 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Referring Agency Employees to Private Attorneys

1. As a result of a series of recent inquiries to me by Agency employees faced with personal legal problems, I have worked out the procedure described below which I think will make it possible to handle many of these cases in a routine and expeditious manner. I have discussed this procedure with [redacted] Chief, Employee Activities Branch, Personnel Security Division, and I understand that he believes it is a satisfactory one from his standpoint.

2. When an Agency employee calls me for advice on a matter which turns out to be not related to Agency business but one in which the employee believes, rightly or wrongly, that he needs legal advice, I shall advise the employee that a Lawyer Referral Plan exists in Washington maintained by the Bar Association to handle such matters as a public service. The employee will be advised by me (1) to obtain security clearance from the Employee Activities Branch [redacted]

[redacted] and thereafter (2) to go to the office of the D. C. Bar Association to discuss the matter under the Lawyer Referral Plan. I think in all cases it is desirable for us to advise the employee to contact Security first since this puts the employee in the proper channel prior to making his outside contact. In most cases there will be no security reason why the employee should not be permitted to take the second step of contacting the Bar Association.

3. The employee should go to the offices of the Bar Association, Room 1044, Washington Building, 15th and G Streets, N.W. A representative of the Association will ask the caller to state the problem and if this preliminary screening indicates that there would be any benefit gained by referring the individual to a lawyer, the caller will be so advised. Thereupon the individual seeking assistance will be required to fill out a simple application form which states that the Bar Association will recommend a competent attorney to handle this matter and will make an appointment with that attorney for the individual. The individual, by signing the statement, further agrees to pay the attorney a fee of \$5 for a 30-minute consultation in the attorney's office.

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The application form also makes clear that the attorney will advise the client during the initial interview as to the merits of his case and that the parties are to agree between themselves on additional charges which the attorney would make if he handled the matter further. Parenthetically, it should be noted that the attorney will be fortunate to break even on the average case of this sort, and the individual should understand that the charges which the attorney will propose for his rendering further services are fees which are generally approved by the Bar Association and are modest in amount.

4. During our discussion of this matter, [redacted] commented that he thought it would be practicable for his office to make the foregoing information available to Agency employees who contacted him rather than OGC. I said that I thought this was a desirable course of action.

STATINTL

5. The telephone number of the Bar Association is National 8-4353. Miss Dolan, who is employed there, provided me with the above explanation of the mechanics of this service. It is my understanding that no appointment is needed when an individual wishes to take such a matter up under the Lawyer Referral Plan. I assume that the Bar Association is open during normal working hours, Monday through Friday.

6. This procedure relates only to cases where an Agency employee believes he needs the services of an attorney in private practice. It does not relate to cases where an employee contacts OGC for advice on a matter which can be disposed of by us in a brief conversation.

STATINTL

[redacted]
Assistant General Counsel

CC: [redacted]

OGC: [redacted]/ebb

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